

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

December 4, 2006

CALL TO PODIUM:

Peter Geiling

RESPONSIBLE STAFF:

Peter Geiling

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
	Consent Item
	Ordinance
X	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and City Council Authorizing the City Manager to Negotiate and Execute a Contract for Architectural and Engineering Services for the New Olde Towne Youth Center (\$210,535)

SUPPORTING BACKGROUND:

Request: This is to authorize the City Manager to enter into a contract for Architectural and Engineering Services with BMK, pc for the design of the new Olde Towne Youth Center.

Background: In December 1992, the Olde Towne Youth Center opened at its present location on East Diamond Avenue. The existing Center is located in close proximity to Gaithersburg Middle and Forest Oak Middle Schools and currently serves between 50-70 youth daily. The project scope is to design a new facility in an alternate location on Teachers Way across from Gaithersburg Middle School. The new facility will provide quality programs to City teens in a modern, energy efficient, and cost-effective facility.

The request for proposal was advertised on September 1, 2006. Thirteen firms attended the September 14, 2006 pre-proposal conference. A selection committee comprised of members of the City Manager's Office, Parks and Recreation Department, and Public Works ranked the three proposals received on October 6, 2006. Below is a summary of the committee's ratings:

Firm	Proffitt	BMK	Mimarch
Final Ranking	2	1	3
Avg. Scores	71.00	86.00	62.20
Proposed Design Costs	\$230,265	\$210,535	\$223,000

The top rated firm, BMK, pc was interviewed on November 13, 2006. The selection committee determined BMK, pc was the most highly qualified firm to perform the design work for the following reasons:

- 1) BMK's experience with designing successful recreational and educational projects.
- 2) A strong project manager with experience designing similar facilities.
- 3) Outstanding references from local government and private institutions who verified BMK can deliver a design on-time and within budget.
- 4) Best value in design services for proposed cost.

Design work will not commence until execution of a land lease with MCPS currently anticipated shortly after Council approval of the design contract resolution. Design phase activities have an estimated duration of ten to twelve months.

Fiscal Impact: The proposed design fee is \$210,535. There are sufficient funds budgeted in the Olde Towne Youth Center Capital Budget, CIP 06-1.

DESIRED OUTCOME:

Vote on Resolution

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING TO EXPENDITURES FROM THE CITY BUDGET (CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Peter Geiling

Date of City Council Meeting: December 4, 2006

AUTHORIZING

Purchase _____ Award Contract _____ Transfer Funds _____ Negotiate / Execute a Contract X

RFP INFORMATION:

Advertisement Date September 1, 2006

Newspaper(s) Washington Post

Bids Received (date) October 6, 2006

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

Award a contract for architectural services for designing the New Olde Towne Youth Center RFP #2007-005; C.I.P. #06-1

CONTRACTED/PURCHASE FROM:

Company Name: BMK, pc

Street Address: 209 Commerce Street

P. O. Box Number: _____

City/State/Zip: Alexandria, VA 22314

CONTRACT/PURCHASE AMOUNT: \$210,535

Check One: In the Estimated Amount of X Not to Exceed _____

FUNDS TO BE EXPENDED FROM: Operating Budget _____ Capital Improvements Budget ✓

Acct. No. 3343 – 591100 – 06-1 Olde Towne Youth Center C.I.P. #06-1

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS

Available _____

Not available _____

Finance Dept. _____

Date _____

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE
A CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES
FOR THE NEW OLDE TOWNE YOUTH CENTER

WHEREAS, a Request For Proposals (RFP) for Architectural and Engineering Services for the new Olde Towne Youth Center was duly advertised in the September 1, 2006 issue of the *Washington Post*, and proposals were received on October 6, 2006 from three firms; and

WHEREAS, the proposals were reviewed and references checked and verified according to the RFP criteria; and

WHEREAS, BMK, pc, was the most responsive and responsible offer; and

WHEREAS, the Mayor and Council have determined to award a contract for the work to the highest rated firm meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to negotiate and execute a contract for Architectural and Engineering Services for the new Olde Towne Youth Center to BMK, pc, 209 Commerce Street, Alexandria, Virginia 22314 in the estimated amount of Two Hundred Ten Thousand Five Hundred Thirty-Five Dollars (\$210,535); said funds to be expended from the Capital Improvements Budget.

ADOPTED by the Mayor and City Council this 4th day of December, 2006.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in public meeting assembled on the 4th day
of December, 2006.

David B. Humpton, City Manager